



Enrollment Action Checklist For State Pensioners - Medicare Eligible

2019 Benefits Open Enrollment Period: May 06 – 24, 2019
Coverage Effective Date: July 1, 2019

What You Need to Know:

- ↳ The benefit plan premiums (or rates) for the state dental plans **will change** on July 1, 2019.
- ↳ There are **no changes** to the rates for the Highmark Delaware *Special Medicfill* Medicare Supplement plans on July 1, 2019. **You cannot make changes to your Special Medicfill coverage until the fall of 2019 unless you experience a qualifying event.**

What You Need to Do:

- ☐ If you wish to enroll, make changes or cancel coverage for you or your spouse/dependent(s) for **dental and/or vision benefits** during May 2019 Open Enrollment, complete and submit the necessary forms to the Office of Pensions **by May 24, 2019** (*forms are included in the packet mailed to your home and also located on the [Office of Pensions](#) website*).
- ☐ When submitting your forms to the Office of Pensions, choose one of the following options:
 - Scan and e-mail to pensionoffice@delaware.gov
 - Fax to (302) 739-6129
 - Mail to Office of Pensions, McArdle Building, 860 Silver Lake Blvd, Ste 1, Dover, DE 19904-2402

IMPORTANT: If you are not making updates/changes, you **DO NOT** need to submit these forms.

- ☐ If you cover a spouse under the **Special Medicfill Medicare Supplement Plan**, you **DO NOT** need to complete a new Spousal Coordination of Benefits Form.
- ☐ If you cover a spouse on a **Non-Medicare Group Health Plan** effective **July 1, 2019**, complete the online **[Spousal Coordination of Benefits \(SCOB\) Form](#)** between **May 6 – 24, 2019**.

Failure to submit a new Spousal COB form each year will result in a reduction of spousal Non-Medicare health benefits.

- ☐ ***If enrolling a spouse or other dependent child for the first time***, you will be required to submit a Birth Certificate (for Dependents Only), Marriage Certificate, Social Security numbers or other required documentation as applicable to the Office of Pensions.
- ☐ ***If enrolling a dependent child for the first time***, complete a Dependent Child COB Form only if you are newly enrolling a dependent(s) on your health (Aetna or Highmark Delaware) plan for July 1, 2019 **and** the dependent(s) have other health coverage. The DCOB Policy and Form are located on the **[Statewide Benefits Website](#)**.

Have additional questions about Open Enrollment or your benefits?

Contact the Office of Pensions at 1-800-722-7300 or
pensionoffice@delaware.gov.